



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendent, Counselors, Registrars, and Record Keepers

**FROM:** Sue Foxx, Specialist  
Division of College and Career Preparation

**DATE:** May 28, 2010

**SUBJECT:** Requirements and Guidelines for Indiana High School Transcripts

Indiana law, IC 20-33-2-13, requires school corporations to include certain information in the official high school transcript. This spring, a Department interdisciplinary team revised the guidance document explaining the items that **MUST** be included on a high school transcript as well as additional items that may be added at the discretion of the school. The document was then reviewed by counselors and administrators who added valuable input.

In the future, please be sure all personnel refer to **Requirements and Guidelines for Indiana High School Transcripts (May, 2010)** when preparing transcripts for students. The document can be accessed on the Department's website at [http://www.doe.in.gov/sservices/counseling/highschool/academic\\_guidance.html](http://www.doe.in.gov/sservices/counseling/highschool/academic_guidance.html). Look under HS Course Information under the bullet 'Transcripts'. Be aware that the Q & A portion of the document will be updated as new issues arise. The document is also posted at [www.doe.in.gov/octe](http://www.doe.in.gov/octe) under Diploma Requirements.

If you have comments or questions, please contact Amanda Culhan, Counseling and Guidance Specialist, at [aculhan@doe.in.gov](mailto:aculhan@doe.in.gov) or 317-232-0510.